

<div>Town of Bluffton</div> <div>Strategic Plan</div> <div>FY- 2015 Action Agenda</div>								
Task	Responsible Department	Priority	Funded	Project Start	Project Completion	Town Council Policy Date	Percentage Complete	Notes
<b>POLICY INITIATIVES</b>								
Neighborhood Assistance Program	Growth Management	Top	Yes	FY12	Ongoing	June, 2016	50%	Annual ongoing program. Amended Neighborhood Assistance Program to expand Abatement Program assistance and added a private road repair program. 13 home repairs, 1 abatement, 2 private drives repaired, 23 septic systems maintained and pumped at owners request.
Oyster Factory Park Master Plan	Growth Management	Top	Yes	7/1/2015	9/31/2015	July, 2015 - Workshop / September, 2015	100%	Master Plan update includes day dock, expanded boat ramp, parking lot, treehouse, public walkways, and other site improvements.
Oyster Factory Park Operating Agreement and Memorandum of Understanding with Beaufort County	Growth Management	Top	Yes	9/1/2014	9/31/2015	September, 2015	100%	Beaufort County Approval - August, 2015/Town Council Approval - September, 2015.
Calhoun Street Dock Operating Agreement Memorandum of Understanding with Beaufort County	Growth Management	Top	Yes	9/1/2014	9/31/2015	September, 2015	100%	Beaufort County Approval - August, 2015/Town Council Approval - September, 2015.
Community Events: Evaluation Report, Direction	Police	Top	Yes	7/1/2015	6/30/2016	March, 2016 - Workshop / April, 2016	75%	Streamlined Community Events application and review process. Town Council to consider amending Municipal Code Provisions to provide clarify of Town Code.
Community Park on the May River	Growth Management	Top	No	7/1/2015	TBD	TBD	25%	Negotiations underway.
Eagle's Field Community Partnership Agreement	Growth Management	High	Yes	7/1/2015	6/30/2016	September, 2015	100%	Memorandum of Agreement executed on November 19th between Town of Bluffton and Eagles Field Action Committee. Preliminary work plan outlined in Memorandum of Agreement is underway.
Historic/Heritage Tourism Development	Growth Management	High	Yes	7/1/2015	Ongoing	Ongoing	Ongoing	Town Council passed resolution to support Bluffton Cultural District on November 10, 2015. Staff continues to support the Mayor's Cultural/Heritage Tourism initiative.
Town Ownership Assessment for Old Town Roads	Growth Management	High	Yes	7/1/2015	3/31/2016	April, 2016 - Workshop	75%	Initial identification and assessment is complete. Next steps is to include historic grid review, street ownership, maintenance / improvement probably costs, etc. with Town Council at an upcoming Quarterly Workshop.
Calhoun Street & Adjacent Area Plan	Growth Management	High	Yes	3/1/2014	12/31/2015	October, 2015 - Workshop / January, 2016 Workshop / February, 2016	100%	Study is complete and inclusive of Old Town parking analysis, street design, traffic calming, and infrastructure assessment. Town policy and Capital Projects will be presented for Town Council consideration for implemnetaion in future fiscal years.
Business License; Monitoring, Advocacy	Finance and Administration	High	Yes	Ongoing	Ongoing	Ongoing	Ongoing	Staff continues to monitor and work with State officials regarding SC Business License Reform. Municipal Association of SC developing portal for central payment of business licenses.
Short Term Rentals Report/Direction	Growth Management	High	Yes	12/1/2015	Ongoing	Ongoing	75%	Town position dependent upon International Building Code provisions.
Don Ryan Center for Innovation Facility & Space	Executive	High	Yes	1/1/2015	6/30/2016	July, 2015	100%	DRCI permanent space provided by Southeaster Development Associates at Buckwalter Place Commerce Park as part of Public Private Partnership Agreement between Town of Bluffton, Bluffton Public Development Corporation, and Southeastern Development Associates. New facility availalbe Q2 2017.
Town Wide/ Old Town Street Light Policy and Plan	Growth Management	High	Yes	7/1/2015	6/30/2016	April, 2016 - Workshop	25%	Staff working with SCE&G to determine lighting options and cost estimates.
<b>TOWN MANAGER CONSENT INITIATIVES</b>								

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Employee Re-Classification, Compensation & Benefit Study and Policy Direction	Human Resources	Top	Yes	7/1/2015	4/15/2016	TBD	50%	Study underway with Springstead Inc.
Municipal Code Book: Re-Codification	Executive	Top	Yes	7/1/2015	3/31/2016	Ongoing	75%	Project underway with MuniCode Corporation. Draft codification due from consultant no later than 1/31/16 for Department Head review.
Town Government: Restructure	Town Manager	Top	Yes	8/1/2015	12/31/2015	November, 2016	100%	Town Manager implemented several Departmental reorganizations to improve staff and program efficiencies.
Town of Bluffton: Website Overhaul	Finance and Administration	Top	Yes	7/1/2015	6/30/2015	NA	25%	Project underway with Hazel Digital Media. Preliminary design and functionality complete.
MS4 Program: Federal Permit Approval and Program Implementation	Engineering	Top	Yes	FY2015	12/1/2015	NA	100%	National Pollutant Discharge Elimination System Permit (NPDES) provided to the Town effective December 1, 2015. MS4 Program implemented over 5 year permit cycle and will be phased over several Fiscal Years.
Boards, Commissions, and Committees: Action Plan/Curriculum	Executive	High	Yes	7/1/2015	3/15/2016	NA	50%	Community orientation presentation/curriculum prepared for March 6, 2016. Recruitment for membership continues through calendar year.
Town Signage Improvements	Growth Management	High	Yes	8/1/2015	Ongoing	NA	Ongoing	Signage improvements include removal of signage clutter along major thoroughfares, improvements to Old Town Welcome signage, and additional wayfinding sigange for Rotary Community Center and Town parks.
File Management & Records Retention Assessment	Finance and Administration	High	Yes	7/1/2015	6/30/2016	NA	0%	Project includes assessment of hard copy file management, server space, digital files, and archive system estimate of process and cost to implement formal file management and archive system.
Information Technology Strategic Plan	Finance and Administration	High	Yes	7/1/2015	6/30/2016	NA	25%	IT Strategic Plan underway internally. Plan will identify IT strategic direction for technology equipment and functionality. Plan will be funded and implemented in future Fiscal Years.
MS4 Program - Stormwater Ordinance: Revision	Engineering	High	Yes	7/1/2015	FY2017	FY2017	25%	MS4 Permit requires necessary Town Ordinance amendments in place by 4/1/2017. Ordinance amenmdments include consideration of the SC Coastal Low Impact Development Manual and amendment of Stormwater Ordinance provisions to update based upon best practises and current MS4 Permit requirements.
May River Watershed Sewer Master Plan with BJWSA	Engineering	High	Yes	FY2013	9/31/15	October, 2015	100%	May River Watershed Sewer Master Plan recommended by May River Watershed Action Plan Advisory Committee and adopted by Town Council as a Resolution in conjunction with BJWSA, with review from Beaufort County Stormwater Utility Board. Sewer Master Plan is adopted as an appendix of the May River Watershed Action Plan.
BLUFFTON PUBLIC DEVELOPMENT CORPORATION INITIATIVES								
Buckwalter Place Public/Private Partnership Agreement for Public Infrastructure	Bluffton Public Development Corporation	Top	Yes	1/1/2015	8/31/2015	July, 2015	100%	Agreement has been executed by Southeastern Development Associates, Bluffton Public Development Corporation, and Town Council. See agreement for details.
Buckwalter Place Development Program/Master Plan	Bluffton Public Development Corporation	High	Yes	1/1/2015	6/30/2016	July, 2015	100%	Master Plan endoresed by the Bluffton Public Development Corporation and approved by Town Council on July 14, 2015.

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Bluffton Marketing & Business Development	Bluffton Public Development Corporation	High	Yes	1/1/2015	Ongoing	TBD	Ongoing	Town Marketing Program in conjunction with Bluffton Heart of the Lowcountry underway. Bluffton Public Development Corporation to assist with Economic Development market research and community profile. Bluffton Public Development Corporation to institute Bluffton Business Retention and Expansion program.
Business & Economic Development Video	Bluffton Public Development Corporation	Top	Yes	7/1/2015	6/30/2016	TBD	25%	The purpose of the Economic Development Video Project is to produce a short video, approximately three and one-half minutes long. The objective of the video is to emphasize the Town's commitment to economic development, specifically highlighting that its initiatives are in harmony with preserving the Town's natural resources and cultural history while promoting quality of life in a coastal community.
Bluffton Public Development Corporation: Reports	Bluffton Public Development Corporation	Top	Yes	7/1/2015	6/30/2016	June, 2016	Ongoing	Bluffton Public Development Corporation to provide Annual Report and facilitate annual joint meetings between the Bluffton Public Development Corporation and Town Council.
Hotel Feasibility Study	Bluffton Public Development Corporation	High	Yes	7/1/2015	On Hold	On Hold	On Hold	Data exists to support site specific market research and feasibility studies by others.
DON RYAN CENTER FOR INNOVATION INITIATIVES								
Don Ryan Center for Innovation: New Qualified Innovators (5-8)	Don Ryan Center for Innovation	Top	Yes	7/1/2015	6/30/2016	NA	100%	Highlinesale.com, Monroneylabels.com, Shop843.com, Hales Medical, and LeDome Champaigne Truffles.
Don Ryan Center for Innovation: Graduate Innovators (5)	Don Ryan Center for Innovation	Top	Yes	7/1/2015	6/30/2016	NA	75%	MobiPet, Village Features, and Page 1 Media.
Don Ryan Center for Innovation: Clemson University Agreement	Don Ryan Center for Innovation	Top	Yes	FY2015	7/31/2015	July, 2015	100%	1 year renewable agreement executed.
MANAGEMENT IN PROGRESS INITIATIVES								
Major Home Repairs Program (Up to \$25,000): Five Applications	Growth Management	Top	Yes	5/1/2013	12/31/2015	NA	100%	5 homes have been repaired. Improvements include roof, windows, doors, flooring, and other similar repairs.
Community Development Program Work Plan: Implementation FY 2015	Growth Management	Top	Yes	Ongoing	Ongoing	NA	75%	Program includes minor home repair, sewer hook-up, private road repair, E911 addressing, neighborhood cleanup, septic reair, and abatement. See FY16 Work Program for further details.
Development Agreement Renegotiations	Executive	High	Yes	Ongoing	Ongoing	TBD	Ongoing	Town renegotiation of Kent Estates Development Agreement with removal of 449 residential units, and 119,000 square feet commercial density to the Town's Density Bank. Kent Estates Development Agreement termination approved by Town Council in November, 2015.
Emergency Operation Plan: Update	Police	Top	Yes	Ongoing	Ongoing	NA	100%	FY16 General All-Hazard Plan complete in addition to five specific Haard Plans. Annual updates required.
Disaster Recovery Plan: Update	Police	Top	Yes	Ongoing	Ongoing	NA	100%	FY16 Disaster Recovery Plan complete. Plan established in conjunction with Beaufort County Emergency Management staff and planning efforts. Annual updates required.
Community Safety Action Plan: Monitoring/Reporting	Police	Top	Yes	Ongoing	Ongoing	NA	100%	FY16 Community Safety Action Plan complete and includes community safety trends and implications. Bluffton Poilice Department Operations responsive to the plan findings. Annual updates will be provided.
Beaufort County Parks & Recreation: Monitoring/Ongoing Update Report	Executive	Top	Yes	7/1/2015	6/30/2016	TBD	25%	Report findings will identify Town and County park facilities within municipal boundaries.

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EnerGov: Update to Enterprise 9 - Online Permitting - Small Permits	Growth Management	Top	Yes	FY2014	7/15/2015	NA	100%	Complete. EnerGov Enterprise is live and available online. Additional online functionality continues to be added.
Business License: Audit	Finance and Administration	Top	Yes	Ongoing	Ongoing	NA	Ongoing	Sample of 25 businesses will be selected with audit notice by March 31, 2016. Audit processing over 6 month timeframe.
May River Watershed Headwaters Stormwater Inventory	Engineering	Top	Yes	FY2014	Ongoing	NA	100%	May River Headwaters inventory complete and includes public and private stormwater infrastructure. Staf is testing inventory model to determine reliability of data. Inventory will be utilized as background for the May River Watershed Water Quality Model and for Town asset management of infrastructure. Inventory will be updated as new infrastructure is aded to the system and will be expanded beyond the May River Headwaters to include the entire May River Watershed in future FY's.
"No Wake Zone" from OFP to Calhoun Dock	Engineering	Top	Yes	FY2014	6/30/2016	NA	25%	No Wake Zone to extend from Oyster Factory Park Boat Landing to Calhoun Street Dock. Town will coordinate request with SCDNR upon completion of OFP Dock per SCDNR preliminary feedback.
May River Watershed Water Quality Model	Engineering	Top	Yes	FY2014	3/31/2016	April, 2016 - Workshop	75%	Water Quality Model will assist with identifying key watershed areas for stormwater volume reduction policy and projects as well as potential impact of future development. Model complete. Staff testing data to determine reliability of findings.
Care Core National Retention/Expansion Strategy	Executive	Top	Yes	Ongoing	Ongoing	Ongoing	Ongoing	Town Council approval for EviCore acquisition of appriximately 3 acres of Town owned property at Buckwalter Commerce Park in January, 2017. Closing will be scheduled no later than February 29, 2016.
Land Acquisitions	Executive	Top	Yes	Ongoing	Ongoing	TBD	Ongoing	Town land acquisiton remains a top priority. Town Manager presents opportunities to Town Council as they become available for consideration.
CAPITAL IMPROVEMENT PROGRAM INITIATIVES								
Jason/Able Street Utility & Sewer Improvements: Construction	Engineering	High	Yes	7/1/2015	1/31/2017	December, 2015	10%	Town and BJWSA executed Memorandum of Understanding in January, 2016. BJWSA will manage project with Town support. Final engineering design by February 1, 2016. Provides sewer availability to more than 35 properties. Refer to MOU for further details.
Town Hall Redevelopment	Engineering	High	Yes	7/1/2015	FY2017	January, 2016 - Workshop	10%	Structural analysis and asbestos report completed. Preliminary project scope, budget, and schedule proposed to Town Council at January 19, 2016 Town Council Quarterly Workshop. Project funding will be proposed in FY17 Town CIP Budget.
Garvin House Stabilization and Partnership	Engineering	Top	Yes	5/1/2015	FY2017	June, 2015 - Workshop / March, 2016 - Workshop	25%	Evaluating Structural and Preservation Plan methodologies and cost estimates. Developing public-private partnerships for funding. Project bid is due 2/1/16. Staff applied for a matching SC Parks, Recreation, and Tourism grant. Grant decision expected February, 2016.
Community Safety Cameras: Installation	Engineering	Top	Yes	FY2015	8/31/2015	NA	100%	Public Safety Cameras installed throughout Bluffton Historic District. Phase 2 project consideration will be proposed in FY17 Strategic Planning and Budget Preparation.

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Old Town Police Sub-Station	Engineering	Top	Yes	11/15/2015	7/31/2015	NA	100%	Old Town Police Substation complete. Town Council Ribbon Cutting on August 25, 2015.
DuBois Park Improvements	Engineering	Top	Yes	7/1/2015	2/29/2016	NA	100%	Current round of improvements are complete. Improvement included lighting, park barrier on Boundary Street, pedestrian safety/park use signage, landscape/hardscape improvements, Greenbug Pest Management System. Received PARD grant award. Final installation of improvements will include playground surface with installation expected no later than 2/29/16. A sail to provide shade will be added at end of FY16 as funding allows.
Tom Herbkersman Commons Improvements	Engineering	Top	Yes	FY2015	6/30/2015	NA	100%	Improvements included Oak Tree, lighting, landscape/hardscape.
Old Town Sign, Lighting, Park Improvements	Engineering	Top	Yes	7/1/2015	11/30/2015	NA	100%	FY16 budgeted funds expended. Improvements included Oyster Factory Park lighting and underbrushing.
Oscar Frazier Park Improvements	Engineering	High	Yes	6/1/2015	9/30/2015	TBD	100%	Underbrushing completed. Parking lot signage improved. Lighting added to Rotary Community Center.
Oyster Factory Park: Parking Lot Improvements	Engineering	Top	Yes	FY2015	4/15/2016	July, 2015 - Workshop	25%	Amended design yields additional parking spaces - 52 car, 14 boat trailer, flex parking spaces, 1 handicap boat trailer, and 4 handicap car parking spaces. Currently there are 24 vehicle and boat trailer spaces.
Oyster Factory Park: Day Dock / Boat Ramp Improvement	Engineering	Top	Yes	FY2015	4/15/2016	July, 2015	25%	Project scope includes 2-lane boat ramp, 150' day dock, access ramp/path to parking lot which is ADA compliant per grant requirements. Dock and ramp manufacturing starts in January, 2016.
May River Road Streetscape Project (SCDOT): Final Phase	Engineering	Top	Yes	FY2014	8/1/2017	November, 2014 & April, 2015 - Workshop / July 2016	25%	Transportation Alternative Grant of \$400,000 awarded August 2013. Participation Agreement executed June 2014. Conceptual planning is complete. Revised engineering design complete. Preliminary design submitted to SCDOT in November 2015. Next steps pending SCDOT concurrence with design. Construction start June/July, 2016.
Goethe Road/Shults Road Sidewalks	Engineering	Top	Yes	FY2015	12/31/2017	April, 2016 - Workshop	25%	Project scope includes 5' sidewalks along Goethe Road and Shults Road. Project construction will commence in first Q 2016 pending Community input at January 26th Community Meeting. Phase 2 improvements being considered include additional sidewalks, lighting, crosswalks, and other related streetscape improvements. Consideration of CDBG Renaissance Grant for consideration in FY17 Strategic Planning Workshop. Submission of consolidated Goethe Road Area Neighborhood Plan required as part of grant submission for CDBG eligibility in September, 2016.
319 Grant Phase 1: Stormwater Pilot Project Closeout	Engineering	Top	Yes	FY2013	10/31/2015	NA	100%	Project complete 10/31/15. Notice of termination submitted to SCDHEC. Awaiting close out of SCDHEC Land Disturbance Permit.
319 Grant Phase 2: Pine Ridge Stormwater Pilot Project	Engineering	Top	Yes	FY2013	8/31/2016	January, 2016	25%	Town Council awarded bid contract at January 13, 2016 Town Council meeting. Construction begins no later than February 8, 2016. Construction ends no later than June 1, 2016 with EPA Clean Water Act 319 Grant close out no later than 8/31/16.

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Hampton Lakes Stormwater BMP Retrofit	Engineering	Top	Yes	FY2015	TBD	TBD	0%	Grant funding was not received; working to identify additional funding. Project on hold.
Stoney Creek Wetlands Restoration	Engineering	Top	Yes	FY2014	TBD	TBD	10%	While data collection continues, property owners have not agreed to a final project yet. To date a wetland delineation is complete, property boundaries have been surveyed, tree survey. Currently collecting hydrology data. Conceptual design to be complete no later than 4/1/16.
Toy Fields Neighborhood Grinder Pump System	Engineering	Top	Yes	FY2015	2/29/2016	October, 2014	75%	BJWSA is managing the construction of this project.
Buck Island Sewer: Phase 3	Engineering	Top	Yes	FY2013	5/30/2016	August, 2015	50%	Project scope includes sewer installation and 5' sidewalk installation. Construction started October 5, 2015. Project will assist with 42 homes served with approximately 130 residents.
Buck Island Sewer: Phase 4	Engineering	Top	Yes	FY2014	12/31/2016	May, 2016	25%	Project scope includes sewer installation. Project engineering complete. Working with residents to acquire easements for utility and construction easements. Pending easement acquisition, construction to begin May 2016 and grant close out in January 2017. Project will assist with 33 homes served with approximately 100 residents.
Buck Island Sewer: Phase 5 A - C Design	Engineering	Top	Yes	FY2015	1/31/2016	TBD	75%	Project scope includes sewer installation. Project installation for consideration in FY17 CIP budget. Project will assist with 26 homes served with approximately 81 residents.
Buckwalter Place Tech Park Infrastructure: Initiation	Bluffton Public Development Corporation	Top	Yes	7/1/2015	3/31/2017	July, 2015	25%	Master Plan approved by Town Council. Civil engineer design expected to be complete March 31, 2016. Mass grading to begin no later than March 31, 2016. Town to execute construction management agreement with master developer, Southeastern Development Associates for infrastructure design/build.